

# **Survey Manual**

## **South Carolina Statewide Survey of Historic Properties**



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This manual was updated in June 2007. The present update is intended to correspond with developments of the digital age, both in terms of the acceptance of digital photography as a documentation medium and in the availability of this manual in an online electronic form.

## I. Introduction

A historic resources survey is the process of systematically identifying historic properties within the boundaries of a specific geographical area, documenting their location and physical characteristics, and evaluating their importance within an appropriate historical context. In South Carolina, the State Historic Preservation Office (SHPO) has conducted surveys of aboveground historic resources since 1969, when it was established as a division of the South Carolina Department of Archives and History. Information generated by survey projects becomes part of the South Carolina Inventory of Historic Properties, which constitutes a continually evolving record of the state's architectural and historic resources. Local governments, historic preservation organizations, tourism and economic development groups, educators, interested citizens, and federal and state agencies use survey information to make decisions about the care of historic properties. The SHPO uses the information to determine if properties meet the criteria for listing in the National Register of Historic Places.

The South Carolina survey program has undergone considerable evolution over the past three-and-a-half decades. Early efforts focused on documenting buildings and sites associated with major events and prominent persons in South Carolina history and examples of high-style architecture. In the late 1970s, the SHPO broadened the scope of survey projects to include a wider range of historic resources, including examples of vernacular architecture and buildings and sites significant in industrial, African-American, military, agricultural, and engineering history. Today, the inventory includes information on a wide variety of property types—rural farmsteads, textile mills and mill villages, industrial plants, military bases, historic roads and bridges, designed landscapes, and public and institutional buildings—from all periods of South Carolina history. As of 2007, the inventory included documentation on over 65,000 historic buildings, structures, sites, objects, and landscapes. Nonetheless, a substantial number of the state's architecturally and historically significant resources have yet to be documented. Several survey projects are conducted each year. As a result, new properties are continually being added to the inventory, typically at an average of 1,000 sites annually. In addition, SHPO staff are always working to develop projects in areas that have not been comprehensively surveyed.

Information produced by survey projects is housed at the South Carolina Archives and History Center in Columbia. Original survey documents, including site forms, reports, and photographs, are maintained in the permanent archival collections of the South Carolina Department of Archives and History. SHPO is continually adding survey information to the South Carolina Department of Archives and History website, available at the following web address: <http://www.state.sc.us/scdah/hpsurvey/surveymain.htm>. Although survey information available online is not yet comprehensive relative to the permanent archival collection, it is still a very useful and convenient research tool. Information on properties recorded by surveys is also included in the SHPO's GIS (Geographic Information System) database. In many cases, municipal and county government agencies and Councils of Governments also hold copies of survey reports. Most survey information is available for public use. The location of sensitive or endangered historic sites, however, may be restricted. Information on archaeological sites in the state is maintained by the South Carolina Institute of Archaeology and Anthropology.

The inventory includes properties from every county in South Carolina. Relatively few sites have been recorded in some counties, while thousands of sites have been documented in counties

where comprehensive surveys have been conducted. For information about the current survey inventory for a particular county, contact the SHPO Survey Coordinator.

This manual replaces the 2001 South Carolina Statewide Survey of Historic Places Manual. It sets forth current policies, procedures, and professional standards for historic resources surveys in South Carolina. Guidelines for conducting surveys and instructions for completing the South Carolina historic resources survey forms are presented herein. The basis for the survey program remains the National Register Bulletin *Guidelines for Local Surveys: A Basis for Preservation Planning* (Washington, D.C.: GPO, 1977; rev. 1985).

## II. Survey Methodology: Purposes, Scope, and Objectives

Historic resources surveys in South Carolina are usually conducted for either of two purposes:

- for planning, to identify and evaluate historic properties within a specific geographic area as a basis for further preservation activity and integration of cultural and historic resources into comprehensive planning efforts, or
- for compliance with Section 106 of the National Historic Preservation Act and other applicable federal and state regulations, in cases that require an agency to determine if historic resources will be affected by a project.

Although the immediate goals and objectives of individual survey projects differ considerably, all seek to identify and document historic properties within a specific geographic area. Major tasks involved in any survey project include:

**Planning:** the process that identifies the goals of the project and establishes criteria for determining what properties will be recorded by the survey.

**Fieldwork:** the identification and documentation of historic properties.

**Development of Site Inventories:** the process of entering key information about individual properties surveyed into a list for reference. Ongoing analysis of the inventory facilitates the development and revision of historic contexts for evaluation of survey data.

**Research:** the documentary investigations necessary before, during, and after fieldwork to establish a historical and architectural context for evaluation of historic resources within the survey area. Sources consulted may include primary documents such as property deeds, plats, historical photographs and maps, and census records.

**Data Organization:** the process of placing information generated through research and fieldwork into an accessible format for later use. The final products of a survey project will be useful only if recorded information is organized effectively as the survey proceeds.

**Preparation of the Survey Report:** the writing and preparation of a report summarizing the survey project.

### IIa. Planning Surveys: Guidelines

Surveys conducted for planning purposes play a key role in the larger community planning process. Although a planning survey is a discrete project with specific goals and objectives, it also provides a starting point for further preservation and planning activities. The information compiled by a survey project serves many purposes.

Who uses survey information? Surveys identify individual properties and districts that are eligible to be added to the National Register of Historic Places and local landmarks registries. The information compiled is used by local and regional planners in developing comprehensive community plans and formulating land use policy. Preservation organizations use survey information in developing landmarks tours, promoting heritage tourism, and rehabilitating historic buildings and neighborhoods. Local chambers of commerce and state agencies refer to it in their efforts to promote economic development. The data generated by survey projects therefore serves many needs and plays an important role in the community planning process.

At the same time, the specific goals and objectives of individual planning surveys vary a great deal. It is essential to answer several basic questions before the project begins. Why is the survey being conducted? What information must result? Who will use the survey information? In many cases, communities want projects to focus on a unique set of local concerns. A neighborhood organization may wish to use survey data as the basis for creating a National Register district in a historic residential area. Downtown merchants interested in establishing a local historic district with design review guidelines may want the survey to pay particular attention to the town's central business district and main street. Local planners, concerned about the threat posed by development pressures, may need an accurate and comprehensive inventory of historic properties in rapidly changing areas. Before any work begins, advanced planning is necessary to ensure that the project will accommodate the full scope of local objectives and also meet the requirements of the SHPO.

The success of a survey depends on several factors. In addition to establishing clear goals at the outset, it is important that each of the parties involved uphold the responsibilities assigned to them once the project is underway. In general, these are described as follows:

**Project Manager** The project manager serves as the link between the consultant, the community, and the SHPO. The project manager should facilitate the exchange of information between the consultant and members of the community, publicize the survey, schedule and coordinate public meetings, and assist the consultant if unforeseen problems arise during fieldwork. Depending on how the project is organized, a project manager may need to coordinate the involvement of interested citizens, local government officials, and representatives from other agencies. Project managers should refer to the SHPO handout "Suggestions for Project Managers of Historic Resource Surveys" (see appendix F) for more specific guidelines about their responsibilities.

**The Consultant** The consultant is responsible for conducting the survey in a timely and professional manner, meeting the deadlines established at the outset of the project, and ensuring that the survey data fulfills the needs of the community and also meets SHPO standards. All final survey products should be based on thorough fieldwork and documentary research.

**The SHPO** The SHPO provides administrative oversight and technical assistance during the survey, assisting the project manager and the consultant as needed. The SHPO Survey Coordinator will supply the consultant with documentation on historic properties in the survey area from the SHPO's files, including copies of the nomination forms for all properties listed in the National Register and access to information from previous

surveys. If needed, the Survey Coordinator will provide general guidance and advice on documenting historic properties and basic materials, such as sample survey cards and reports, for the consultant's reference. SHPO staff will review all draft and final survey products for accuracy. SHPO staff will also work with the project coordinator to ensure that all phases of the project proceed smoothly and that interested members of the community have an opportunity to contribute information.

All parties are responsible for staying in close contact throughout the project. If problems arise, all parties should be notified at once so that revisions to the project schedule and other decisions can be made. Communication is essential for the success of the project.

## **IIb. Review and Compliance Surveys: Guidelines**

Federal agencies are required by law to consider the effects of their actions on historic properties. Any undertaking—an action, project, funding agreement, permit, license, or approval—requires the federal agency to comply with Section 106 of the National Historic Preservation Act, the regulations of the Advisory Council on Historic Preservation (ACHP) as set forth in 36 CFR Part 800, and other applicable state and federal legislation. The vast majority of federal undertakings have no effect on historic properties. In some cases, however, the federal agency must consult with the SHPO and the ACHP to determine if historic properties will be affected and how any adverse effects can be avoided, reduced, or mitigated through appropriate measures.

Surveys conducted to satisfy the regulatory responsibilities of a federal agency therefore seek to identify affected properties and to collect the information needed to evaluate their historic significance. The SHPO reviews survey information to determine if any affected properties meet the criteria for listing in the National Register.

The scope and scale of review and compliance surveys vary greatly. A survey conducted in preparation for widening a roadway in a rural, sparsely populated area, for example, may document only one, two, or perhaps a handful of sites at most. By contrast, hundreds of properties may need to be surveyed in preparation for construction of a new complex of federal office buildings in the center of a large city or before routing an interstate corridor through an urban area.

Like surveys conducted for planning purposes, review and compliance survey projects frequently have special objectives and requirements. It is not uncommon, for example, for an area affected by a planned project to include both archaeological and above-ground resources. In such cases the surveyor must work in consultation with the SHPO and the South Carolina Institute of Archaeology and Anthropology, which maintains information on archaeological resources in the state.



### III. What Should Be Surveyed?

The criteria used to determine what properties are recorded vary from project to project. As part of the initial planning for a project, the SHPO and the project sponsor will develop clear and specific guidelines on properties eligible to be surveyed.

Survey guidelines tend to be general rather than specific since the information compiled by a survey project is intended to serve as a basis for further research. Consultants conducting surveys should be thoroughly familiar with the National Register criteria, which is discussed in *How to Apply the National Register Criteria for Evaluation* (Wash., D.C.: GPO, 1990; rev. ed., 1991) and related publications, and the National Park Service publication *Guidelines for Local Surveys: A Basis for Preservation Planning* (Wash., D.C.: GPO, 1977; rev. ed., 1985), esp. pp. 9-11.

#### Guidelines for Recording Properties

In general, the following types of properties should be recorded:

- Architectural resources representative of a particular style, form of craftsmanship, method of construction, or building type.
- Properties associated with the lives or activities of persons significant in local, state, or national history. For such properties, the historical relationship between the significant person and the property should be identified.
- Properties associated with significant events or broad patterns in history.
- Properties that convey evidence of the community's historical patterns of development. Common examples include:
  - Institutional buildings such as churches, schools, and government offices.
  - Commercial and industrial properties.
  - Transportation-related resources such as railroads, canals, and historic roadbeds.
  - Agricultural sites such as farmsteads and plantations.
- Historic cemeteries and burial grounds.
- Historic landscapes such as parks, gardens, agricultural fields.
- Properties that convey evidence of significant "recent past" history. Common examples include:
  - Properties associated with Civil Rights Movement history
  - Properties associated with the Cold War
  - Properties associated with the post-WWII tourist industry boom in South Carolina
  - Properties representative of "modern" architectural styles indicative of the mid-20<sup>th</sup> century
- Sites where ruins, foundations, or remnants of historically significant structures are present. Common examples include:

Grist mills, including mill races and damns.  
Canal beds.  
Abandoned roadways and railroad right-of-ways.  
Abandoned mining and furnace sites.

### **Guidelines for Evaluating Integrity**

For a property to be eligible for documentation, it must retain some measure of its historic integrity. In many cases, integrity is a highly subjective issue, and it is often difficult to evaluate during a survey project because of the limited time available for research. Consultants must often make on-the-spot judgments when determining whether or not a property should be recorded.

A property that retains its historic appearance and character is considered to possess a high degree of integrity. Such a property conveys a strong feeling of the period in history during which it achieved significance. Integrity is the composite of seven qualities: location, design, setting, materials, workmanship, feeling, and association. To have a reasonable degree of integrity, a property must possess at least several of these qualities.

The principal question that must be answered when evaluating integrity is: Does the property still have the features, appearance, and qualities that made it significant and/or able to convey its historical association? Properties change over time, and most do not retain all of the characteristics that were present during the period in which the property became significant. For a property to have integrity, it must retain features that enable it to convey its historic identity and character.

Integrity must be evaluated in the context of the local area. For example, in a community with numerous examples of late nineteenth-century farmsteads, for example, it may be advisable to record only those properties that retain a high level of integrity. On the other hand, there are cases where rare or unusual properties should be recorded, even if their original appearance has been considerably altered. The only example of a Second Empire commercial building in a small town, for example, should be documented, even if it has lost a significant part of its original character.

Evaluating integrity requires experienced judgment. SHPO staff are always available to provide advice on integrity questions.

## IV. Getting Started: Initial Steps in a Survey Project

### Background Research

Background research, which is typically conducted at the outset of a survey project, is necessary to establish what information is already known about historic properties within the survey area.

The SHPO will provide surveyors with access to materials from any previous survey projects and copies of the nomination forms for all National Register listed properties in the survey area. Information from previous surveys may provide a useful starting point for further work, but it should also be checked for accuracy and studied with a critical eye. Survey methods have changed considerably during the past several decades, and information compiled by earlier efforts may be dated and, in some cases, of limited utility.

Consultants should also examine information compiled by local historical societies and similar organizations on historic properties in the survey area. Brochures for historic district walking tours, guidebooks to local landmarks, and similar publications are useful for identifying sites considered to be historically significant by members of the community. Such materials, which are generally available from local libraries, historical society offices, and tourism and visitors centers, may provide starting points for further research.

Refer to Appendix C for a discussion of sources commonly used in survey research and a list of the major research repositories in South Carolina.

### Site Number Assignments

The SHPO Survey Coordinator assigns site numbers. For planning surveys, site numbers are generally assigned in large blocks of sequential numbers before fieldwork begins. This allows the consultant to assign final site numbers as properties are recorded. **Any unused numbers should be returned to the Survey Coordinator at the conclusion of the project.**

Site numbers for review and compliance surveys are generally assigned after fieldwork, when the consultant has determined the total number of properties that will be recorded by the project. Consultants generally use self-assigned temporary control numbers to keep track of properties during fieldwork.

Consultants are responsible for contacting the SHPO Survey Coordinator for site numbers.

### Survey Forms

Copies of the survey forms are available from the SHPO Survey Coordinator.

### Survey Forms in Electronic Formats

The South Carolina Statewide Survey Forms are available in two electronic formats, a Microsoft Access database and as Microsoft Word documents. Using the forms in one of these computer-based formats has significant advantages over the older, paper-based forms. For consultants, the computer-based forms expedite fieldwork and preparation of survey reports. They also give hard copies of the survey forms a clean and professional appearance and facilitate the transfer of field data into the SHPO GIS. For these reasons, consultants are strongly encouraged to prepare

survey forms in one of the available electronic formats. Consultants who have never used one of these formats should contact the SHPO Survey Coordinator to schedule an introductory training session.

**Survey Database in Microsoft Access format:** The survey database is preferred for planning surveys and is also recommended for use by consulting firms that frequently conduct review and compliance surveys. Each of the three property documentation forms used by the SHPO are included in the database. Using a laptop computer, consultants can enter information into the database during fieldwork and then make revisions as needed at a later date. Hard copies of the survey forms can be produced by printing reports from the project database. The database also allows direct transfer of site data into the SHPO GIS.

**Survey Forms in Microsoft Word format:** Survey forms are available as two different types of Word files. The first is a standard Word document, often preferred by consultants who are familiar with word processing software but have limited experience with computer databases. Because it is a simple word processing document, the page layout changes as information is entered on the form, making final formatting revisions necessary. These can be time consuming and, therefore, the SHPO recommends that these forms be used only for surveys involving a limited number of properties.

Survey forms are also available as a Word form document with locked page formatting. These allow information to be entered without altering the layout of the survey form. Each completed form must be saved as a separate file. Some consultants prefer using the forms in this format, but others find it cumbersome to work with separate files for each site surveyed, especially for large projects.

## V. The South Carolina Statewide Survey Forms

The South Carolina Statewide Survey Forms are the basic documents used to record descriptive and locational information about historic properties during survey projects. The SHPO, local planning offices and boards of architectural review, and other users of survey information refer to survey forms for information about individual properties.

Information about individual properties is recorded at two levels of documentation, reconnaissance and intensive. This is accomplished through the use of two different forms, a reconnaissance survey form and an intensive survey form. This system allows the SHPO to collect an appropriate level of information for every property surveyed.

The following guidelines describe how these forms are to be used.

**Reconnaissance Survey Form:** This form is used to record properties at a minimum level of documentation. In most survey projects, it will be used for the majority of properties identified. It should be used for properties that are fifty years or older but do not exhibit any significant architectural features and are not believed to be eligible for the National Register. In short, it should be selected unless there is reason to record more detailed information about a property.

**Intensive Survey Form:** This form should be used for historically or architecturally significant properties. It should be used for any property that appears to be potentially eligible for the National Register. It should also be used whenever there is reason to believe that the SHPO will require more detailed information than provided by the reconnaissance form to evaluate the significance of a property.

## **Va. Guidelines for Preparation of Survey Forms**

Property documentation forms are among the most important records produced by a survey project. Once a project is finished, the forms are certain to see heavy use. In working with the National Register program and reviewing federally funded projects for compliance with environmental and historic preservation legislation, SHPO staff refer to the forms for basic information about historic properties. Local and regional planners use the forms when reviewing zoning issues, preparing comprehensive plans, and developing community preservation goals. Members of the general public with an interest in preservation are also likely to refer to the forms from time to time.

For these reasons, it is essential that survey forms be able to withstand frequent handling and that all recorded information be neat and legible. Guidelines for submitting completed survey forms to the SHPO are as follows:

- Forms should be printed on white or light gray 110-lb. cardstock. Printed or typewritten copies are preferred. Electronic versions of the forms in Microsoft Word and Access 97 formats are available to facilitate data entry and printing. Handwritten forms will be accepted if all information is legible and written in ink.
- Photographs must be enclosed in 3-mil. Mylar sleeves and attached to survey forms with double-sided tape (¼" or ½" wide). The sleeves should be sealed on three sides, with one of the short sides open. Sleeves must be mounted on the survey form with the open side facing the top of the page.
- Do not use paper clips or staples on survey forms.

## **Vb. Instructions for Completing the South Carolina Statewide Survey Forms**

Step-by-step instructions for completing the survey forms are as follows:

### **Reconnaissance Form**

#### Control Number

- |             |   |
|-------------|---|
| Status:     | Enter "U" (unrestricted) if information about the site can be made public; enter "R" (restricted) if information should be available only to official agencies.   |
| County No.: | Enter the appropriate Federal Information Processing Standards List (FIPS) code from the list in Appendix A.  |
| Site No.:   | Enter the appropriate site number. The site number consists of the numerical code for the USGS quad on which the property is located plus a SHPO-assigned sequential site number. Refer to Appendix B for a list of codes for South Carolina topographic quads.<br>A group of several related buildings or a complex of associated resources may be identified by a single site number and a series of sequential |

decimal numbers. In such cases, the main building is considered to be the primary resource and is assigned the whole site number, with associated resources assigned successive decimal numbers in sequence.

Example:

<u>Site No.</u>	<u>Historical Name</u>
339-0090	<i>Wampree Plantation, House</i>
339-0090.01	<i>Wampree Plantation, Kitchen</i>
339-0090.02	<i>Wampree Plantation, Summer Cottage</i>
339-0090.03	<i>Wampree Plantation, Barn</i>
339-0090.04	<i>Wampree Plantation, Cotton House</i>
339-0090.05	<i>Wampree Plantation, Mule Barn</i>
339-0090.06	<i>Wampree Plantation, Summer Cottage No. 2</i>
339-0090.07	<i>Wampree Plantation, Tenant House No. 1</i>
339-0090.08	<i>Wampree Plantation, Tenant House No. 2</i>

Tax Map No.: Enter the city or county tax map parcel number on which the property is located.

#### Identification

Historic Name: Enter the most common historic name associated with the property, last name first, then first name or initial, followed by the middle name or initial. If needed, a second or alternate historic name may be entered and should be separated from the first name with a semi-colon.

Examples: *Brunson, Edward J., house*  
*Thompson House*  
*Mattson, Wilfred M., house; Mattson-Smith house*

Incorrect: *Edward J. Brunson house*

For properties associated with more than one family name, the appropriate names should be hyphenated.

Example: *Miller-Jones-Smith house*

In most cases, the historic name is based on the original owner or builder of the structure or its historic use.

Examples: *Smith, John Watson, house*  
*Old Livery Stable*

Common Name: The present name of the property, if different from its historical name.

Address/

Location: If the property has a legal street address, enter the street number and name. If the street is named by direction (i.e., "North Main Street," "West Fourth Street"), enter the prefix or suffix associated with the road way name from the following list:

North	N	Northeast	NE
-------	---	-----------	----

South	S	Southwest	SW
East	E	Southeast	SE
West	W	Extension	Ext
Northwest	NW		

Common abbreviations should also be used in locational descriptions. The following abbreviations should be used where appropriate:

Avenue	Ave	Boulevard	Blvd
Circle	Cir	Court	Ct
Drive	Dr	Freeway	Fwy
Lane	Ln	Parkway	Pkwy
Place	Pl	Road	Rd
Route	Rte	Street	St
Terrace	Ter	Turnpike	Tpke
Junction	Jct	mile(s)	mi
with	w/		

If the property does not have a street address, enter the number of the nearest federal or state road. If the property is not located on a federal or state road, enter the name of the nearest road followed by “vic.,” the abbreviation for “vicinity of.” Concise directions to the property should follow.

Examples: *SC 325, 1 mi. S of its jct. w/ state secondary rd. 178*

**City:** If the property is located within the limits of an incorporated municipality, enter the name of the city or town.

**County:** Enter the name of the county in which the property is located.

**Vicinity of:** If the property is located outside of the limits of an incorporated municipality, enter the name of the nearest city or town.

**Quadrangle Name:** Enter the full name of the United States Geological Survey (USGS) quad (7.5 minute series) on which the property is located. Refer to Appendix B for a list of South Carolina USGS quad names.

**Ownership:** Enter one of the following:  
Private  
State  
Federal  
City  
Unknown/Other

**Category:** Enter one of the following:  
Building                      Site  
Structure                      Object



- Historical Use: Enter one of the following:  
Single dwelling  
Multi dwelling  
Commercial  
Other
- Current Use: Select the appropriate entry from the list for the “Historical Use” field (see above).
- Date: Enter the date of construction. If the exact date of construction is not known, an approximate date may be entered. If construction spanned several years, enter a hyphenated date.  
Examples: 1925  
              *c. 1895*  
              1852-54
- SHPO National Register Determination of Eligibility (DOE):  
This field should be completed only after the SHPO has issued a final list of properties that have been determined eligible for the National Register. There are eight possible entries, which are as follows:  
Eligible  
Not Eligible  
Contributes to Eligible District  
Contributes to Listed District  
Potentially Eligible  
Listed  
Removed from NR  
Determined Eligible/Owner Objection
- Other Designation: If the property is a National Historic Landmark, is listed on a local landmarks registry, or possesses some other sort of historical designation, it should be noted here.
- Notes: Enter any additional information that may affect or be pertinent to the eligibility of the property for listing in the National Register.

#### Photographs

For each photograph taken of the property, enter the film roll number, the negative number, and a brief description of the view of the property shown. Refer to the photo log compiled during fieldwork when entering this information.

#### Program Management

Recorded by: Enter the full name of the person who recorded information on the form.  
If the recorder is associated with a consulting firm, the person's initials  
followed by the name of the firm may be entered.  
Examples: *James Edwards*  
*WTS, Preservation Associates, Inc.*

Date Recorded: Enter the date the information was recorded.

# Statewide Survey of Historic Resources

State Historic Preservation Office

South Carolina Department of Archives and History

8301 Parklane Road

Columbia, SC 29223-4905 (803) 896-6100

Control Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Status County No. Site No.

Tax Number: \_\_\_\_\_

## Reconnaissance Survey Form

### Identification

Historic Name: \_\_\_\_\_

Common Name: \_\_\_\_\_

Address/Location: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_

Vicinity of: \_\_\_\_\_

Quadrangle Name: \_\_\_\_\_

Ownership:      1 Private                      5 State  
                         2 Corporate                      6 Federal  
                         3 City                                      0 Unknown/Other  
                         4 County

Category:        1 Building  
                         2 Site  
                         3 Structure  
                         4 Object

Historical Use:   1 single dwelling  
                         2 multi dwelling  
                         3 commercial  
                         4 other

Current Use:     1 single dwelling  
                         2 multi dwelling  
                         3 commercial  
                         4 other

Date: \_\_\_\_\_

### SHPO National Register Determination of Eligibility:

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| 1 Eligible                         | 5 Potentially Eligible                |
| 2 Not Eligible                     | 6 Listed                              |
| 3 Contributes to Eligible District | 7 Determined Eligible/Owner Objection |
| 4 Contributes to Listed District   | 8 Removed from NR                     |

Other Designation: \_\_\_\_\_

Notes: \_\_\_\_\_

### Photographs

Roll No. Neg. No. View of

_____	_____	_____
_____	_____	_____
_____	_____	_____

*Attach Photographs Here*

### Program Management

Recorded by: \_\_\_\_\_

Date Recorded: \_\_\_\_\_

## Intensive Survey Form

### Control Number

- Status: Enter "U" (unrestricted) if information about the site can be made public; enter "R" (restricted) if information should only be available to official agencies.
- County No.: Enter the appropriate Federal Information Processing Standards List (FIPS) code from the list in Appendix A.
- Site No.: Enter the appropriate site number. The site number consists of the numerical code for the USGS quad on which the property is located plus a SHPO-assigned sequential site number. Refer to Appendix B for a list of codes for South Carolina topographic quads.
- Tax Map No.: Enter the city or county tax map parcel number on which the property is located.

### Identification

Historic Name: Enter the most common historic name associated with the property, last name first, then first name or initial, followed by the middle name or initial. If needed, a second or alternate historic name may be entered and should be separated from the first name with a semi-colon.

Examples: *Brunson, Edward J., house*  
*Thompson house*  
*Mattson, Wilfred M., house; Mattson-Smith house*

Incorrect: *Edward J. Brunson house*

For properties associated with more than one family name, the appropriate names should be hyphenated.

Examples: *Miller-Jones-Smith house*

In most cases, the historic name is based on the original owner or builder of the structure or its historic use.

Examples: *John Watson Smith house*  
*Old Livery Stable*

Common Name: The present name of the property, if different from its historical name.

Address/

Location: If the property has a legal street address, enter the street number and name. If the street is named by direction (i.e., "North Main Street," "West Fourth Street"), enter the prefix or suffix associated with the road way name from the following list:

North                      N                      South                      S

East	E	West	W
Northwest	NW	Northeast	NE
Southwest	SW	Southeast	SE
Extension	Ext		

Common abbreviations should also be used in locational descriptions. The following abbreviations should be used where appropriate:

Avenue	Ave	Boulevard	Blvd
Circle	Cir	Court	Ct
Drive	Dr	Freeway	Fwy
Lane	Ln	Parkway	Pkwy
Place	Pl	Road	Rd
Route	Rte	Street	St
Terrace	Ter	Turnpike	Tpke
Junction	Jct	mile(s)	mi
with	w/		

If the property does not have a street address, enter the number of the nearest federal or state road. If the property is not located on a federal or state road, enter the name of the nearest road followed by “vic.,” the abbreviation for “vicinity of.” Concise directions to the property should follow.

Examples: *SC 325, 1 mi. S of its jct. w/state secondary rd. 178*  
*SW corner of intersection of Smith Lane and Jones Rd.*

**City:** If the property is located within the limits of an incorporated municipality, enter the name of the city or town.

**County:** Enter the name of the county in which the property is located.

**Vicinity of:** If the property is located outside of the limits of an incorporated municipality, enter the name of the nearest city or town.

**Quadrangle Name:** Enter the full name of the United States Geological Survey (USGS) quad on which the property is located. Refer to Appendix B for a list of South Carolina USGS quad names.

**Ownership:** Enter one of the following:  
Private  
State  
Federal  
City  
Unknown/Other

**Category:** Enter one of the following:

Building  
Structure                      Site  
   Object

Historical Use:    Enter one of the following:  
Domestic  
Commerce/Trade  
Social  
Government  
Education  
Religion  
Funerary  
Recreation/Culture  
Agriculture/Subistence  
Industry/Processing/Extraction  
Health Care  
Defense  
Landscape  
Transportation  
Work In Progress  
Unknown  
Vacant/Not In Use  
Other

Current Use:        Select the appropriate entry from the list for the “Historical Use” field (see above).

National Register of Historic Places Information

SHPO National Register Determination of Eligibility:

For planning surveys, this field should be completed after the SHPO issues a final list of properties that have been determined eligible for the National Register. For review and compliance surveys, enter the recommendation of the agency responsible for the undertaking.

There are eight possible entries:

Eligible  
Not Eligible  
Contributes to Eligible District  
Contributes to Listed District  
Potentially Eligible  
Listed  
Determined Eligible/Owner Objection  
Removed from NR

Other designation: If the property is a National Historic Landmark, is listed on a local landmarks registry, or possesses some other sort of historical designation, it should be noted here.

Property Description

Construction Date: Enter the date of construction. If the exact date is not known, a circa date may be entered. If construction spanned several years, enter a hyphenated date.

Examples: 1925  
c. 1890  
1866-68

Alteration Date: Enter the date(s) of any alterations.

Commercial Form: Surveyors should refer to Richard W. Longstreth, *The Buildings of Main Street: A Guide to Commercial Architecture* (Washington, D.C.: Preservation Press, 1987), for a typology of commercial building forms. Select the appropriate entry from the following list:

2-part commercial block	enframed window wall
1-part commercial block	stacked vertical block
2-part vertical block	
3-part vertical block	
temple front	
vault	
enframed block	
central block with wings	
arcaded block	
other	

Historic Core

Shape: Select the shape of the original core of the building from the following:

rectangular	L
square	T
octagonal	U
irregular	H
other	

Roof Features

Shape: Enter the shape of the roof from the following list:

gable, end to front	gable, lateral
cross gable	hip
pyramidal	flat
truncated hip	gambrel
mansard	salt box
jerkinhead	gable on hip

	uniform pitch	not visible
	other	
Material:	Enter the roof material from the following list:	
	composition shingle	pressed metal shingle
	wood shingle	slate
	raised seam metal	other metal
	rolled roofing	tile
	not visible	other
Porch Features		
Width:	Enter the width and form of the porch from the following list:	
	entrance bay only	over 1 bay but less than full façade
	full façade	façade and left elevation
	façade and right elevation	façade and both elevations
	other	
Shape:	Enter the porch roof shape from the following list:	
	shed	hip
	gable	pedimented gable
	flat	engaged
	partially engaged	gable-on-hip or shed
	engaged porte cochere	other
Stories:	Enter the number of stories from the following list:	
	1 story	1½ stories
	2 stories	2½ stories
	3 stories	other
Construction		
Method:	Enter the method of construction from the following list:	
	masonry	frame
	brick veneer	log
	steel	other
Exterior Walls:	Enter the exterior wall material from the following list:	
	weatherboard	beaded weatherboard
	shiplap	flushboard
	wood shingle	stucco
	tabby	brick
	brick veneer	stone veneer
	cast stone	marble
	asphalt roll	synthetic siding
	asbestos shingle	pigmented structural glass
	other	



Foundation: Enter the type of foundation from the following list:

not visible	brick pier
brick pier with fill	brick
stuccoed masonry	stone pier
stone	concrete block
slab construction	basement
raised basement	other

Significant  
Architectural  
Features:

Describe the character-defining architectural features of the property. Information about only the most significant architectural elements should be entered, not exhaustive descriptive detail.

If the building is clearly representative of an academic style, describe the most important, character-defining elements.

Vernacular buildings, by definition, do not have a formal style. In some cases, however, stylistic influences are evident, most commonly in the form of ornamental details on the porch, windows, cornice, or storefront. In such cases, describe these features and identify the stylistic influences reflected in the design of the building.

Alterations: Describe any significant alterations made to the building since construction and, if known, the date(s) they were made. Entries should be as concise as possible.

Examples: *early twentieth-century addition on rear*  
*Victorian porch added c. 1890*  
*vinyl siding*

If the building was moved from another location, it should be noted here.

Architect(s)/  
Builder(s):

Enter the name of the architect, engineer, or builder responsible for the design and/or construction of the building. When possible, enter a complete name, with the last name first. If only the name of a firm is known, enter it as it commonly appeared with the location of the firm's main office.

Examples: *Milburn, Frank Pierce*  
*Carter and Pringle, Columbia, S.C.*  
*Williams Construction Company, Greenwood, S.C.*

Historical  
Information:

Explain the historical role, function, and significance of the property. Information should seek to answer questions regarding the potential eligibility of the property for listing in the National Register of Historic

Places. Identify any significant events or persons associated with the property. Include the dates of important events and the period in which the property achieved significance.

Surveyors should refer to pages 37 and 47-49 of the National Register bulletin, *How to Complete the National Register Registration Form* (rev. ed., 1997), for guidelines on applying the National Register criteria and evaluating significance.

Historical information should be written in clear, concise prose.

- Source of Information: Enter the name of the person(s) or sources consulted in compiling historical information about the property. Provide sufficient information to identify the source. For printed sources, enter the author, title, and date of publication. For information obtained through interviews, enter the name of the informant, their place of residence (name of city or town only), and the date of the interview.
- Photographs: If using 35 millimeter black-and-white photography for resource documentation, then for each photograph of the property, enter the film roll number, the negative number, and a brief description of the view of the property shown. Refer to the photo log compiled during fieldwork when entering this information. If using digital photography, leave this section blank.
- Sketch Grid: A site plan should be drawn if it is necessary to understand the layout of the property. A site plan is often useful for depicting the locations of individual structures in a multi-building complex.

#### Program Management

- Recorded by: Enter the full name of the person who recorded information on the form. If the recorder is associated with a consulting firm, the person's initials followed by the name of the firm may be entered.  
Examples: *Tom Morgan*  
*WTS, Preservation Associates, Inc.*
- Date Recorded: Enter the date the information was recorded.

# Statewide Survey of Historic Resources

State Historic Preservation Office

South Carolina Department of Archives and History

8301 Parklane Road

Columbia, SC 29223-4905 (803) 896-6100

Control Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Status \_\_\_\_\_ County No. \_\_\_\_\_ Site No. \_\_\_\_\_

Tax Number: \_\_\_\_\_

## Intensive Survey Form

### Identification

Historic Name: \_\_\_\_\_

Common Name: \_\_\_\_\_

Address/Location: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_

Vicinity of: \_\_\_\_\_

Quadrangle Name: \_\_\_\_\_

Ownership: 1 Private 5 State  
2 Corporate 6 Federal  
3 City 0 Unknown/Other  
4 County

Category: 1 Building  
2 Site  
3 Structure  
4 Object

Historical Use: 1 single dwelling 3 commercial  
2 multi dwelling 4 other

Current Use: 1 single dwelling 3 commercial  
2 multi dwelling 4 other

### SHPO National Register Determination of Eligibility:

1 Eligible 5 Potentially Eligible  
2 Not Eligible 6 Listed  
3 Contributes to Eligible District 7 Determined Eligible/Owner Objection  
4 Contributes to Listed District 8 Removed from NR

Other Designation: \_\_\_\_\_

### Property Description

Construction Date: \_\_\_\_\_

Alteration Date: \_\_\_\_\_

Commercial Form: \_\_\_\_\_

#### Stories:

1 1 Story  
2 1 ½ Stories  
3 2 Stories  
4 2 ½ Stories  
5 3 Stories  
0 Other: \_\_\_\_\_

#### Construction Method:

1 Masonry  
2 Frame  
3 Log  
4 Steel  
0 Other: \_\_\_\_\_

#### Historic Core Shape:

1 Rectangular 6 H  
2 Square 7 Octagonal  
3 L 8 Irregular  
4 T 0 Other: \_\_\_\_\_  
5 U

#### Exterior Walls:

1 Weatherboard 7 Tabby 13 Asphalt roll  
2 Beaded Weatherboard 8 Brick 14 Synthetic siding  
3 Shiplap 9 Brick Veneer 15 Asbestos shingle  
4 Flushboard 10 Stone Veneer 16 Pigmented Structural Glass  
5 Wood Shingle 11 Cast-Stone 17 Other: \_\_\_\_\_  
6 Stucco 12 Marble

#### Roof Features

Shape: \_\_\_\_\_

Materials: \_\_\_\_\_

#### Foundation:

1 Not Visible 5 Stuccoed Masonry 9 Slab Construction  
2 Brick Pier 6 Stone Pier 10 Basement  
3 Brick Pier with Fill 7 Stone 11 Raised Basement  
4 Brick 8 Concrete Block 12 Other: \_\_\_\_\_

#### Porch Features

Width: \_\_\_\_\_

Shape: \_\_\_\_\_

Significant Architectural Features: \_\_\_\_\_

# South Carolina Statewide Survey of Historic Resources

## *Intensive Survey Form*

Site No.: \_\_\_\_\_

Alterations: \_\_\_\_\_

Architect(s)/Builder(s): \_\_\_\_\_

### Historical Information

Historical Information: \_\_\_\_\_

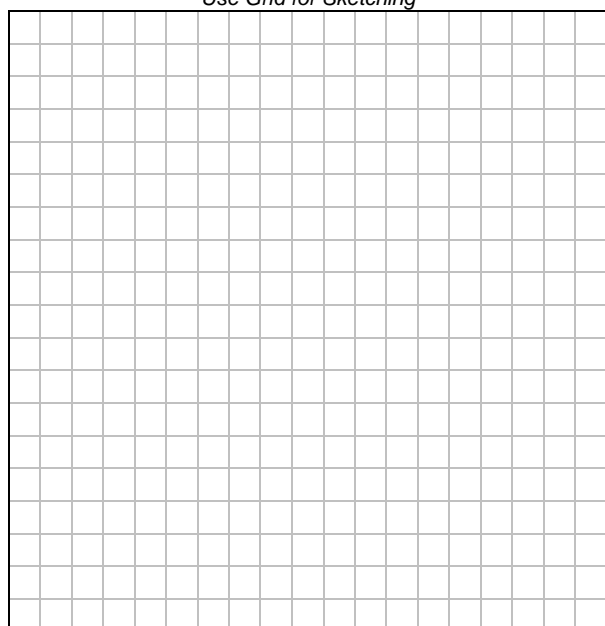
Source of Information: \_\_\_\_\_

### Photographs

Roll No. Neg. No. View of

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Use Grid for Sketching*



*Attach Photographs Here*

### Program Management

Recorded by: \_\_\_\_\_

Date Recorded: \_\_\_\_\_

## **VI. Photographs: Guidelines for Prints, Negatives, and Slides**

Photographs are a crucial part of the documentary record compiled by a survey project. They provide the SHPO and other users of survey information with the visual information needed to make decisions about the architectural and historical significance of a site and its integrity. Survey photographs are accessioned into the permanent archival collections of the Department of Archives and History upon the completion of a survey project and therefore become an enduring record of South Carolina's architectural history.

Photographs should capture the significant features of a property. Individual properties should be recorded by at least one photograph of the main facade with oblique views and photographs of other elevations if necessary. Additional photographs should be taken if the property has significant design or structural features. Each structure in a complex of related buildings should be photographed.

Individual properties and districts believed to be eligible for the National Register should be thoroughly photographed in order to provide SHPO staff with sufficient information to make an official determination of eligibility.

SHPO accepts both black-and-white 35mm film and digital prints for photographic documentation. Acceptable print sizes are 3½"x5" and 4"x6". Guidelines for acceptable digital images and prints follow this section (see Section Va. "Digital Photo Policy For Statewide Survey of Historic Properties").

For planning surveys, color slides are usually required for use in public presentations following the completion of the project. Specific requirements are outlined in the scope of work for each project, but slides of all National Register listed and eligible properties are typically required. Project sponsors may also require slides of properties that do not meet the National Register criteria but are considered to be locally significant.

Photographs, whether black-and-white or color slides, must be sharp and properly exposed. They should be composed so that trees, telephone poles, and other objects do not obscure the property. Out-of-focus, improperly exposed, or poorly composed photographs will not be accepted.

### **Labeling**

#### Photographs

The back of each photograph should be labeled in the upper left corner with an indelible ink photo-labeling pen. The following information should be included:

- county
- name of survey project
- date
- site number of property shown in photograph

### Slides

Slides should be labeled with an indelible ink pen on one side. Do not use adhesive labels. Information to include is as follows:

- historic name of property
- site number
- name of survey
- date of photograph

Submit slides in archival slide storage sleeves. Sides should be arranged in storage sleeves by site number.

### Negatives

Surveyors should maintain a photo log during fieldwork to record the film roll and frame number of each photograph taken. The sample log sheet provided in Appendix E or any similar means of recording this information should be used. Consultants using the survey database may generate photo logs directly from the data entered during fieldwork.

Negatives must be submitted in archival storage sleeves. Each sleeve should be labeled in indelible ink with the name of the survey project, the name of the surveyor or consulting firm, and the date of the survey.

## **Vla. Digital Photo Policy For Statewide Survey of Historic Properties**

Photographs submitted as official documentation for the South Carolina Statewide Survey of Historic Resources have followed the standards established by the National Park Service for the National Register of Historic Places and National Historic Landmark programs. Photographs are expected to last 75 years or longer before showing significant signs of fading, deterioration, or discoloration. Black-and-white prints are required because of their superior permanence. This policy significantly expands the range of photographic media that may be submitted for the South Carolina Statewide Survey program. **While we continue to accept conventional black and white photographs, digital images produced by methods demonstrated to meet the 75-year permanence standard are also now acceptable.**

Photographic Standard: A 75-year-permanence standard is intended to ensure the longevity of NR-NHL documentation and applies to all forms of photo documentation, including those types of photographs currently available and any introduced in the future. Black-and-white images printed on silver-emulsion fiber-based papers and black-and-white images printed on silver-emulsion resin-coated (RC) papers have been acceptable for some time. The South Carolina State Historic Preservation Office (SC SHPO) does not endorse any particular commercial product or process. A non-comprehensive list of photographic ink and paper combinations that have been demonstrated to meet the 75-year permanence standard may be found under the Digital Photographs section as guidance for implementing this policy expansion. No photos processed with chromogenic processing (C-41) or printed on chromogenic papers currently meet the established standard and are, therefore, not acceptable; however, this may change with future innovations.

Basic Requirements: Photographs must be

- unmounted (do not affix photographs to archival paper or any other material using staples, paper clips, glue, or other means).
- secured in Mylar sleeves attached to the survey card (sleeves attached to card with double-sided tape)
- at least 3½ x 5 inches.
- properly processed and thoroughly washed.
- labeled in pencil or archival photo-labeling pen.

Photographs with adhesive labels will not be accepted. The labels will eventually deteriorate and detach from the photograph, and their acidity may cause damage. Photographs that are improperly processed or incorrectly labeled will be returned

Labeling Photographs: Two methods of labeling photographs are acceptable. Labeling may be done by printing in pencil (soft lead works best) or with an archival photo-labeling pen on the back of each photograph. The following information must be included:

1. County
2. Name of survey project

3. Date
4. Site number of property shown in photograph

Use of Statewide Survey Photographs: By allowing a photograph to be submitted as official documentation, photographers grant permission to the SC SHPO to use the photograph for print and electronic publication and other purposes, including but not limited to duplication, display, distribution, study, publicity, and audiovisual presentations.

Guidelines for Photographic Coverage: Photographs submitted to the SC SHPO as official documentation should be clear, well-composed, and provide an accurate visual representation of the property and its significant features. They must illustrate the qualities discussed in the description and statement of significance. Photographs should show historically significant features and also any alterations that have affected the property's historic integrity. Include views of interiors, outbuildings, landscaping, or unusual features if they contribute to the significance of the property.

Digital Photographs: Several options are available for photographic prints produced from digital images. Consult a photo lab in your area that offers professional services. A number of commercial processing methods produce high-quality prints from digital images that meet these standards.

Another option is to produce prints in-house with an inkjet or dye-sublimation photo printer that can use special archival inks and photo papers. While most photo printers made for the consumer market are designed to produce color prints that last only a few years before fading, a number of manufacturers now offer models which, with the correct inks and papers, can produce prints with an expected lifespan comparable to or better than traditional black-and-white prints on RC paper. These printers can be obtained at reasonable cost. Producing photographic prints in-house may result in long-term cost savings and also offers the advantage of providing control over the imaging process.

Acceptable Ink and Paper Combinations For Digital Images: The non-comprehensive list below includes products that meet the permanence standard. Specific printers are not identified, as the longevity of a print is dependent on the ink and paper combinations used to produce it, rather than on the printer. **If the surveyor proposes inks and/or papers not included on this list, the surveyor must provide documentation that the ink or paper proposed meets the 75-year permanence standard.**

Epson UltraChrome pigmented  
inks

Epson Premium Glossy Paper

Epson Premium Semigloss Photo Paper

Epson Premium Luster Photo Paper

Epson Premium Semimatte Photo Paper

Epson UltraSmooth Fine Art Paper



	Somerset Velvet for Epson
	Epson Velvet Fine Art Paper
	Epson Textured Fine Art Paper
	Epson Enhanced Matte Paper
Epson Picture Mate inks	Epson PictureMate Photo Paper
Hewlett-Packard (HP) 84/85 dye-based inkset	HP Premium Plus Photo and Proofing Gloss
	HP Premium Plus High Gloss Photo Paper
	HP Premium Plus Soft Gloss Photo Paper
	HP Premium Photo Paper, Gloss
	HP Premium Photo Paper, Soft Gloss
Hewlett-Packard 59 gray photo cartridge	HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)
Hewlett-Packard 100 gray photo cartridge	HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)
Hewlett-Packard Vivera inks (95 and 97 tri-color cartridges)	HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)

## VII. Maps

Maps are a key part of the documentation produced by a survey project. They allow users of survey data to examine the spatial layout and geographical distribution of historic properties. Accurate maps are essential since all data recorded by a survey project is eventually transferred into the SHPO GIS.

United States Geological Survey 7.5 minute series topographic quads are required for all surveys. Sites surveyed should be plotted on each map and labeled with corresponding SHPO-assigned site numbers. The boundaries of the survey area and any areas excluded from the survey must be clearly shown.

Detail maps should be provided for urban areas or in cases where the density of sites is too high to be accurately plotted on USGS quads. Maps that will see heavy use, such as those produced by city-wide surveys, should be printed on mylar. Specific requirements will be established at the outset of each project through consultation between the project sponsors, the SHPO, and the consultant.

All maps, including reproductions of historic maps, must include a directional indicator or north arrow and a legend, title, bar scale, and year of publication.

### Labeling

All maps produced by a survey project must be clearly labeled with the following information. The placement of the label must be consistent on all maps (i.e., lower right-hand corner).

Name of project

Location of survey

Name of consultant or consulting firm

Date(s) of project

Example:

*Colleton County Historical and Architectural Inventory*

*Colleton County, South Carolina*

*The Jaeger Company*

*1992-95*

## VIII. Survey Reports: Guidelines for Research and Preparation

The survey report is the major document produced by a survey project. It summarizes the goals and objectives of the project, identifies the area surveyed, and explains how and when the survey was conducted. Most importantly, it provides a historical context for evaluating the properties recorded within the survey area.

The report should be based on thorough historical research. Research should be conducted during the initial phases of the project and also as fieldwork progresses. Preliminary research should seek to determine what is already known about historic resources in the survey area and to develop survey objectives, strategies for fieldwork, and goals for more extensive archival research. Upon the completion of fieldwork, additional research may be needed to answer questions about specific properties, to gather details about significant events and persons, and to understand historical patterns of land use and physical development.

The survey report should include graphics to supplement the narrative history of the survey area. These may include maps, photographs, and architectural elevations and floorplans. All illustrations should be integrated into the text, not appended, and of high quality. Digitally scanned images are acceptable as long as they are clear and sufficiently detailed. Maps and siteplans should include a scale and indication of directional orientation.

Reports for planning surveys should be organized in the following sections. This format is also recommended for review and compliance surveys submitted to the SHPO for review. Review and compliance surveys that include archaeological resources should also follow the *South Carolina Standards and Guidelines for Archaeological Investigations*.

1. Title Page
  - a. title and location of the survey, including incorporated municipality and county.
  - b. author(s), including contributors.
  - c. name of client or sponsoring agency or organization.
  - d. date of project completion.
  - e. if the project was supported by a federal grant, the federally required statement acknowledging NPS and SHPO support and compliance with non-discriminatory policies. See SHPO Federal Grant Manual for Project Managers for exact wording.
2. Acknowledgements (optional)
3. Table of Contents (paginated)
4. List of Figures, Plates, and Tables (paginated)
5. Project Summary
  - a. name of survey.
  - b. precise boundaries of survey area, with justification if appropriate.

- c. number of properties surveyed.
- d. number of square miles surveyed.
- e. names and affiliations of surveyors.
- f. beginning and ending dates of project.

6. Project Objectives

A summary of the objectives and expected results of the project.

7. Survey Methodology

- a. description of field methods employed, including mention of any problems encountered.
- b. discussion of criteria used in evaluating the historical and architectural significance of properties in the survey area.
- c. summary of any methodological changes made during the survey.

8. Historical Overview

9. Bibliography

- a. primary sources.
- b. secondary sources.

10. Properties Listed in the National Register within the Survey Area

11. Evaluation of Survey Data

12. Data Gaps

13. Recommendations

14. Compiled Inventory

Guidelines for preparing the major sections of the report are as follows:

**Historical Overview** For planning surveys, this section of the report should take the form of a narrative discussion of the historical and architectural development of the survey area. Its principal purpose is to establish a historical context for evaluating the significance and integrity of properties within the survey area. It should be based on thorough archival research, and all primary and secondary sources used in preparing the report should be cited in footnotes and in a compiled bibliography.

The historical overview should be organized around the major historical themes and events that shaped the development of the survey area. In particular, it should focus on the properties recorded during the survey and should be sufficiently detailed to identify associations between extant properties and significant persons, trends, and events in local history. Information uncovered through research about notable properties that are no longer extant should also be

presented, followed by an explanation of the historical trends or factors that led to their destruction.

The historical overview should not attempt to convey all recorded history about the project area from the beginning of time to the present. Rather, it should discuss research findings and present informed analysis in an effort to understand the significant properties, building types, and architectural styles that define the historical character of the survey area.

Topics that may be addressed in this section include:

- geographical setting of survey area (location, topography, and environmental characteristics)
- early recorded history (Native Americans, early European settlers, origins of town and place names)
- early development (establishment and incorporation of towns, population growth, initial phases of community development)
- public infrastructure (construction of government and public buildings such as county courthouses, city halls, and jails)
- economy (development of agriculture, commerce, and industry)
- transportation (use of natural waterways and construction of roads, canals, and railroads)
- religion (founding of churches and construction of religious buildings)
- education (construction of schools and libraries)
- ethnic and minority heritage (immigrants and African Americans)
- entertainment and recreation (theaters and fairgrounds)
- social activities (civic and fraternal organizations, festivals and events)
- significant persons
- landscapes (parks, tree-lined streetscapes, designed landscapes)
- important builders and architects.

*For Review and Compliance Surveys:* If no National Register-eligible properties were identified in the survey area, the historical overview should briefly summarize the development of the area and explain why significant properties are no longer extant.

**Bibliography** All primary and secondary sources used in preparing the historical overview should be listed in the bibliography.

**Planning and Grant-Funded Surveys** The bibliography should be divided into two major sections: primary sources and secondary sources. In some cases, it may be advisable to further divide primary sources by type (i.e., books, articles, manuscripts, maps, and so forth). All citations are required to be in the format specified by the *Chicago Manual of Style*, 14th edition.

**For Review and Compliance Surveys** If the project area includes archaeological resources, it is acceptable for bibliographical references to be in the format specified by the *American Antiquity* style guide.

Refer to Appendix D for examples of footnote and biographical form.

**Properties Listed in the National Register within the Survey Area** At the beginning of the project, the SHPO will issue a complete list of properties in the survey area that are listed in the National Register with corresponding site numbers. This list should be included in the report in tabular format. For each property, the following information should be given:

Name of Property

Address/Location

Date Listed (for districts, include dates of boundary expansions, if applicable)

National Register Information System (NRIS) Number

SHPO-Assigned Survey Site Number

**Evaluation of Survey Data** For planning surveys, this section consists of a SHPO-issued list of properties and districts that have been determined eligible for the National Register of Historic Places or worthy of further investigation. This list is developed by the consultant and based on information gathered through fieldwork and research. During the final phases of the project, the consultant is responsible for submitting a tentative list of eligible properties to the SHPO. SHPO staff will review the consultant's recommendations and make final determinations of eligibility.

For review and compliance surveys, this section should include the list of properties recommended eligible for the National Register by the agency responsible for the undertaking.

The list of properties eligible for the National Register should be arranged by property type in the following order:

Individually Eligible Properties

Complexes of Historically or Physically Related Properties

Multiple Property Submissions

Districts

Each property should be identified by its SHPO-assigned survey site number and its historical or common name. The National Register Criteria for Evaluation under which each property is eligible should also be listed.

Properties worthy of further investigation should be identified by survey site number and historical or common name. For each, a brief notation summarizing the reasons for which the property may be eligible and what additional information is necessary to make an accurate determination of eligibility should be listed.

**Recommendations** For planning surveys, this section should recommend steps to be taken to ensure the preservation of significant historic properties in the survey area. Existing or potential threats to historic resources should be identified. A list of properties that should receive priority for listing in the National Register may be included. Other issues to be discussed include opportunities for undertaking further preservation planning projects, strengthening local preservation programs, and establishing heritage tourism attractions.

*For Review and Compliance Surveys:* This section should outline the probable impacts of a proposed project on any historic properties within the area of potential effect. Suggestions for

alternative methods for fulfilling the goals of the project with lessened effects on historic resources are encouraged.

**Compiled Inventory** The compiled inventory should consist of a list of sites recorded during the survey. For surveys of urban areas, the following information should be provided for each site listed:

Site Number  
Address/Location  
Historic or Common Name of Property  
Historic Use  
Date of Construction  
Eligibility (for National Register or local designation)

Example:

Site Number	Address	Historic Name	Historic Use	Date	Eligibility
1001	703 N. Main St.	DuPree House	single dwelling	1901	National Register
1002	705 N. Main St.	James Wilson House	single dwelling	1910 c.	local designation
1003	707 N. Main St.	Bennett House	single dwelling	1910 c.	
1004	710 N. Main St.	Comer's Grocery	commercial	1919	National Register
1005	210 Wilson Ave.	Matheson's Fabrics	commercial	1925 c.	
1006	211 Wilson Ave.	First National Bank	commercial	1914	National Register
1007	101 Depot St.	S.A.L. Railroad Depot	transportation	1903	National Register
1008	200 Depot St.	Easton Flour Mill	commercial	1940 c.	
1009	610 Edwards Ave.		single dwelling	1895 c.	local designation
1010	611 Edwards Ave.		single dwelling	1900 c.	local designation
1011	612 Edwards Ave.	Simms-Jones House	single dwelling	1900 c.	
1012	614 Edwards Ave.		single dwelling	1910 c.	

For surveys of rural areas, sites should be grouped by USGS quad name and then by site number.

Example:

Cordesville Quadrangle (no. 110)

Site Number	Historic Name	Historic Use	Date	Eligibility	Address
0001.00	Lewisfield Plt., House	single dwelling	1774 c.	National Register	ssr 791, E side, 2.5 mi S of US52
0001.01	Lewisfield Plt., cottage #1	single dwelling	1920 c.	National Register	ssr 791, E side, 2.5 mi S of US52
0001.02	Lewisfield Plt., cemetery	funerary	1774 c.	National Register	ssr 791, E side, 2.5 mi S of US52
0001.03	Lewisfield Plt., black cemetery	funerary	19th c.	National Register	ssr 791, E side, 2.5 mi S of US52
0001.04	Lewisfield Plt., cottage #2	single dwelling	1930 c.	National Register	ssr 791, E Side, 2.5 mi S of US52
0001.05	Lewisfield Plt., gate lodge	single dwelling	1930 c.	National Register	ssr 791, E side, 2.5 mi S of US52
0002	Bill Augustine house	single dwelling	1920 c.		SC402, W side, 0.2 mi SE of ssr376

0003	Augustine's Store	commercial	1925 c.		SC402, W side, 0.3 mi SE of ssr376
0004	unidentified house	single dwelling	1925 c.		SC402, E side, 0.3 mi SE of ssr376
0005	Baxley's Store	commercial	1920 c.	local designation	SC402, E side, 0.2 mi SE of ssr376
0006	unidentified house	single dwelling	1930 c.		SC402, E side, 0.2 mi SE of ssr376
0007	gas station, unidentified	commercial	1940 c.		SC402, W side, 0.2 mi SE of ssr376
0008	Cordesville School	educational	1925 c.	National Register	SC402, NW corner of its int. w/ssr376
0009	Oney Mitchum house	single dwelling	1920 c.	local designation	SC402 vic., E side, 0.1 mi S of ssr448
0010	Bartholomew Gaillard house	single dwelling	1835 c.	National Register	SC402 vic., E side, 0.1 mi S of ssr448
0011	Buck Hall Plt., summer house	single dwelling	1825 c.	National Register	SC402 vic., NW corner of int. w/ssr359
0012	unidentified house	single dwelling	1915 c.		ssr359, S side, 0.3 mi W of SC402
0013	Moses Foster house	single dwelling	1910 c.	local designation	ssr359 vic., N side, 1.7 mi W of SC402

#### Berthera Quadrangle (no. 032)

0014	unidentified house	single dwelling	1920 c.		ssr42 vic., N side, 0.3 mi E of Isop Rd.
0015	Wilson Faulk house	single dwelling	1925 c.		ssr48 vic., W side, 0.7 mi E of ssr125
0016	G.B. Davis house	single dwelling	1905 c.	local designation	ssr48 vic., E side, 0.7 mi E of ssr125
0017	Pritchard Hall	single dwelling	1912	National Register	ssr48 vic., W side, 0.5 mi E of ssr125
0018	Richard Mast house	single dwelling	1910 c.		ssr125, E side, 0.1 mi S of ssr48
0019	Murphy house	single dwelling	1910 c.		ssr125, E side, 0.2 mi S of ssr48

#### Shulerville Quadrangle (no. 475)

0017	Clayton Lewis House	single dwelling	1927	National Register	ssr49, W side, 0.4 mi N of int. w/ssr707
0018.00	New Hope Church	religious	1943		ssr49, W side, 0.4 mi S of int. w/ssr707
0018.01	New Hope Meth. Cemetery	funerary	1875 c.		ssr49, W side, 0.4 mi S of int. w/ssr707
0019	Palmerville Post Office	gov't./public	1900 c.	National Register	ssr49 vic., W side, 0.2 mi S of SC45



## IX. Professional Standards and Qualifications for Consultants

The SHPO follows the Secretary of the Interior's Professional Qualification Standards, which are used by the National Park Service and published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications specify the minimum education and experience a person must have to perform identification, evaluation, registration, and treatment activities. Consultants who conduct architectural and historic resources surveys are required to meet the professional qualification standards in at least one of the following disciplines:

**History:** The minimum professional qualifications in history are a graduate degree in history or a closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

**Architectural History:** The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

The SHPO maintains a list of consultants who work in South Carolina and meet the Secretary's Professional Qualification Standards. This list is updated every six months and is available upon request, or online at: <http://www.state.sc.us/scdah/hpconsultants.htm>.

The SHPO urges managers of survey projects to give careful consideration to a consultant's experience and record of accomplishment when reviewing project proposals. One of the best indicators of a consultant's ability to take on a new project is a demonstrated record of success with similar projects.

## **X. Federal Legislation and Regulations**

The following federal legislation provides legal mandate for the work of the South Carolina SHPO: the National Historic Preservation Act of 1966 (as amended); Executive Order 11593; the National Environmental Policy Act of 1966; and the regulations promulgated by the Department of the Interior (36 CFR 60, 36 CFR 63, and 36 CFR 66) and the Advisory Council on Historic Preservation (36 CFR 800). The South Carolina SHPO was created in 1969 to implement the statewide preservation program described in Section 101 of the National Historic Preservation Act. 36 CFR 61.2 outlines the SHPO's responsibilities in managing and administering this program.

## **XI. Federal Standards**

Surveys of historic properties funded through federal grants must meet the standards for identification and evaluation set by the National Park Service, U.S. Department of the Interior. These standards are outlined in *Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines* Published in the Federal Register, Vol. 48, No. 190, September 29, 1983. Guidance for conducting surveys is found in *Guidelines for Local Surveys: A Basis for Preservation Planning* (National Register Bulletin 24; rev. ed., 1985). It is recommended reading for all survey sponsors and consultants, available online at: <http://www.cr.nps.gov/nr/publications/bulletins/nrb24>.

## **Appendix A: Federal Information Processing Standards (FIPS) Codes for South Carolina Counties**

Abbeville	01
Aiken	03
Allendale	05
Anderson	07
Bamberg	09
Barnwell	11
Beaufort	13
Berkeley	15
Calhoun	17
Charleston	19
Cherokee	21
Chester	23
Chesterfield	25
Clarendon	27
Colleton	29
Darlington	31
Dillon	33
Dorchester	35
Edgefield	37
Fairfield	39
Florence	41
Georgetown	43
Greenville	45
Greenwood	47
Hampton	49
Horry	51
Jasper	53
Kershaw	55
Lancaster	57
Laurens	59
Lee	61
Lexington	63
McCormick	65
Marion	67
Marlboro	69
Newberry	71
Oconee	73
Orangeburg	75
Pickens	77
Richland	79
Saluda	81
Spartanburg	83
Sumter	85

Union	87
Williamsburg	89
York	91

## Appendix B: South Carolina USGS Topographic Quad Sheet Codes

Abbeville East	001	Calfpen Bay	068
Abbeville West	002	Calhoun Creek	069
Adams Run	003	Calhoun Falls	070
Adrian	004	Camden North	071
Aiken	005	Camden South	072
Aiken NW	006	Cameron	073
Allendale	007	Campobello	074
Anderson North	008	Cape Romain	075
Anderson South	009	Capers Inlet	076
Andrews	010	Carlisle	077
Angelus	011	Carlisle SE	078
Antioch	012	Carvers Bay	079
Antreville	013	Cash	080
Armenia	014	Cashiers	081
Augusta East	015	Cassatt	082
Avalon	016	Catawba	083
Awendaw	017	Catawba NE	084
Bamberg	018	Cedar Creek	085
Barnwell	019	Centenary	086
Barr Lake	020	Chapin	087
Barton	021	Chappells	088
Batesburg	022	Charleston	089
Baton Rouge	023	Chennault	090
Bayboro	024	Cheraw	091
Beaufort	025	Chesnee	092
Belmont	026	Chester	093
Belton East	027	Chesterfield	094
Belton West	028	Chicora	095
Bennetts Point	029	Clarks Hill	096
Bennettsville North	030	Clear Pond	097
Bennettsville South	031	Clemson	098
Bethera	032	Cleveland	099
Bethune	033	Clinton	100
Bethune NW	034	Clio	101
Bingham	035	Clover	102
Bishopville	036	Clubhouse Crossroads	103
Bishopville West	037	Cokesbury	104
Black Creek	038	Colliers	105
Blacksburg North	039	Columbia North	106
Blacksburg South	040	Congaree	107
Blackstock	041	Conway	108
Blackville	042	Coosawhatchie	109
Blair	043	Cordesville	110
Blakely	044	Cordova	111
Blue Springs Landing	045	Cottageville	112
Bluffton	046	Cowpens	113
Blythewood	047	Crocketville	114
Boiling Spgs South	048	Cross	115
Bonneau	049	Cross Anchor	116
Bowman	050	Cross Hill	117
Bradley	051	Cummings	118
Branchville North	052	Dacusville	119
Branchville South	053	Dale	120
Brevard	054	Dalzell	121
Brier Creek Landing	055	Darlington East	122
Brighton	056	Darlington West	123
Britton Neck	057	Delmar	124
Brogdon	058	Denmark	125
Brookgreen	059	Denny	126
Bucksville	060	Diggs	127
Bull Island	061	Dillon East	128
Bull Pond	062	Dillon West	129
Burtens Ferry Ldg	063	Dongola	130
Bush River	064	Dovesville	131
Butlers Bay	065	Drake	132
Cainhoy	066	Due West	133
Calabash	067	Duford	134

Dyson	135	Greeleyville	205
Eadytown	136	Green Pond	206
Easley	137	Greenville	207
Eastatoe Gap	138	Greenwood	208
Eastover	139	Greer	209
Edgefield	140	Gresham	210
Edgemore	141	Grover	211
Edisto Beach	142	Hammond	213
Edisto Island	143	Hampton	214
Effingham	144	Hand	215
Ehrhardt	145	Hardeeville	216
Elgin	146	Hardeeville NW	217
Elliott	147	Harleys Millpond	218
Elloree	148	Harleyville	219
Emory	149	Hartsville North	220
Enoree	150	Hartsville South	221
Eutawville	151	Hartwell Dam	222
Evans	152	Hartwell NE	223
Evergreen	153	Heardmont	224
Fair Bluff	154	Heath Springs	225
Fair Play	155	Hebron Crossroads	226
Fairfax	156	Hendersonville	227
Fairview Crossroads	157	Henry	228
Felderville	158	Hickory Grove	229
Fenwick	159	Hickory Tavern	230
Filbert	160	Hilton Head	231
Fingerville East	161	Hollow Creek	232
Fingerville West	162	Holly Hill	233
Five Forks	163	Holly Springs	234
Flint Hill	164	Honea Path	235
Florence East	165	Honey Hill	236
Florence West	166	Hornsboro	237
Foreston	167	Horry	238
Fork	168	Huger	239
Fork Shoals	169	Indian Camp Branch	240
Fort Jackson North	170	Indiantown	241
Fort Jackson South	171	Inman	242
Fort Lawn	172	Irmo	243
Fort Mill	173	Irmo NE	244
Fort Motte	174	Islandton	245
Fort Moultrie	175	Iva	246
Fort Pulaski	176	Jackson	247
Fountain Inn	177	Jacksonboro	248
Fowler	178	James Island	249
Foxtown	179	Jamestown	250
Friendship	180	Jasper	251
Fripps Inlet	181	Jefferson	252
Frogmore	182	Jefferson NE	253
Furman	183	Jenkinsville	254
Gaddysville	184	Joanna	255
Gadsden	185	Johns	256
Gaffney	186	Johns Island	257
Galivants Ferry	187	Johnsonville	258
Gaston	188	Johnston	259
Gastonia South	189	Jonesville	260
Georgetown North	190	Jordan	261
Georgetown South	191	Kellehan Crossroads	267
Ghio	192	Kellytown	263
Gibson	193	Kelton	264
Gifford	194	Kershaw	265
Gilbert	195	Kiawah Island	266
Girard	196	Kildare, GA	267
Girard NE	197	Kilsock Bay	268
Girard NW	198	Kings Creek	269
Glenn Springs	199	Kings Mountain	270
Good Hope	200	Kingstree	271
Goretown	201	Kirksey	272
Graniteville	202	Kitchings Mill	273
Grays	203	Kittredge	274
Great Falls	204	La France	275

Ladson	276	Mount Pisgah	347
Lake City East	277	Mullins	348
Lake City West	278	Myrtle Beach	349
Lake Murray East	279	New Ellenton	350
Lake Murray West	280	New Ellenton SE	351
Lake Robinson	281	New Ellenton SW	352
Lake View	282	Newberry East	353
Lake Wylie	283	Newberry NW	354
Lamar	284	Newberry West	355
Lancaster	285	Neyles	356
Lancaster SE	286	Nichols	357
Landrum	287	Ninety Six	358
Latimer	288	Nixonville	359
Latta	289	North	360
Laurel Bay	290	North Augusta	361
Laurens North	291	North Charleston	362
Laurens South	292	North Island	363
Lavonia	293	Norway East	364
Lebanon	294	Norway West	365
Leeds	295	Oak Grove	366
Leesburg	296	Oakway	367
Legareville	297	Oakwood	368
Lexington	298	Ocean Bay	369
Liberty	299	Ocean Forest	370
Liberty Hill	300	Olanta	371
Limehouse	301	Olar	372
Limestone	302	Old Pickens	373
Lincolnton	303	Olin	374
Little Mountain	304	Ora	375
Little River	305	Orangeburg North	376
Lockhart	306	Orangeburg South	377
Lodge	307	Osborn	378
Lone Star	308	Oswego	379
Long Branch	309	Outland	380
Longs	310	Owdoms	381
Longtown	311	Pacolet	382
Loris	312	Pacolet Mills	383
Lowndesville	313	Pageland	384
Lowrys	314	Pamplico North	385
Lucknow	315	Pamplico South	386
Lugoff	316	Paris Mountain	387
Lynchburg	317	Parksville	388
Magnolia Beach	318	Parris Island	389
Manning	319	Patrick	390
Maple Cane Swamp	320	Paxville	391
Marion	321	Peedee	392
Martin	322	Pelham	393
Martinez	323	Pelion East	394
Mauldin	324	Pelzer	395
Mayesville	325	Philson Crossroads	397
McClellanville	326	Pickens	398
McColl	327	Piercetown	399
McCormick	328	Pineland	400
McPhersonville	329	Pineville	401
Mechanic Hill	330	Pinewood	402
Messers Pond	332	Pireway	403
Middendorf	333	Plantersville	404
Midway	334	Plum Branch	405
Millet	335	Poinsett State Park 11	406
Mills Bay	336	Pomaria	407
Minim Island	337	Pond Branch	408
Minturn	338	Port Wentworth	409
Moncks Corner	339	Pringletown	410
Monetta	340	Pritchardville	411
Mont Clare	341	Privateer	412
Moore	342	Prospect Crossroads	413
Morven East	343	Prosperity	414
Morven West	344	Rabon Crossroads	415
Mount Crogan	345	Rainy Mountain	416
Mount Holly	346	Ravenel	417

Red Hill	418	Springfield	488
Reed Creek	419	St. Stephens	489
Reevesville	420	Staley Crossroads	490
Reid	421	Stallsville	491
Reidville	422	Standingstone Mtn.	492
Rembert	423	Steedman	493
Rhems	424	Stover	494
Richburg	425	Summerton	495
Richtex	426	Summerville	496
Ridge Spring	427	Summerville NW	497
Ridgeland	428	Sumter East	498
Ridgeville	429	Sumter West	499
Ridgeway	430	Sunset	500
Rincon	431	Surfside Beach	501
Rion	432	SW Columbia	502
Rock Hill East	433	Swansea	503
Rock Hill West	434	Sycamore	504
Rockville	435	Table Rock	505
Ropers Crossroads	436	Tabor City East	506
Round O	437	Tabor City West	507
Rowland	438	Tamassee	508
Ruby	439	Taxahaw	509
Saint George	440	Taylors	510
Saint George SW	441	Tearcoat Branch	511
Saint Helena Sound	442	Tigerville	512
Saint Matthews	443	Tillman	513
Saint Paul	444	Timmonsville	514
Saint Phillips Island	445	Tirzah	515
Salem (lower state)	447	Toccoa	516
Salem (upper state)	446	Tony Hill Bay	517
Salem Crossroads	448	Tradesville	518
Salley	449	Trenton	519
Salters	450	Trio	520
Saluda	451	Tugaloo Lake	521
Saluda North	452	Turbeville	522
Saluda South	453	Tybee Island North	523
Sandridge	454	Union East	524
Santee	455	Union West	525
Santee Point	456	Unity	526
Sardinia	457	Valley Falls	527
Sardis	458	Van Wyck	528
Satolah	459	Vance	529
Savannah	460	Verdery	530
Savannah Beach North	461	Wadboo Swamp	531
Saylors Crossroads	462	Wadmalaw Island	532
Saylors Lake	463	Walhall	534
Scranton	464	Wallace	535
Sedalia	465	Walterboro	536
Seivern	466	Wampee	537
Seneca	467	Ware Shoals East	538
Sewee Bay	468	Ware Shoals West	539
Sharon	469	Warsaw	540
Sheldon	470	Wateree	541
Shell	471	Waterloo	542
Shellbluff Landing	472	Waverly Mills	543
Shirley	473	Wedboo Creek	544
Shoals Junction	474	Weddington	545
Shulerville	475	Wedgefield	546
Silverstreet	476	Wellford	547
Simpsonville	477	Westminster	548
Six Mile	478	Westville	549
Slater	479	Whetstone	550
Snelling	480	Whitehall	551
Sniders Crossroads	481	Whiteoak Creek	552
Snow Island	482	Whitmire North	553
Society Hill	483	Whitmire South	554
Solomons Crossroads	484	Wiggins	555
Spartanburg	485	Wilkinsville	556
Spring Hill	486	Williams	557
Spring Island	487	Willington	558



Williston	559	Woodruff	566
Windsor	560	Workman	567
Winnsboro	561	Yauhannah	568
Winnsboro Mills	562	Yemassee	569
Winterseat	563	Zirconia	570
Witherspoon Island	564		
Woleton	565		

## Appendix C: Research Resources

### I. General Sources for Survey Research

The availability of research material will vary greatly depending on the area covered by a survey project. In general, published local histories are more likely to exist for larger communities. For research on rural areas and small towns, it may be necessary to rely on primary sources and oral history.

Knowledgeable local citizens are often aware of the most useful sources of information. Consultants should therefore seek their advice when developing research strategies. A number of basic sources, however, will prove useful in almost every survey. These are described in the following summaries.

[sidebar:]     *Abbreviations:*  
South Carolina Department of Archives and History (SCDAH)  
South Caroliniana Library, University of South Carolina (SCL)  
Thomas Cooper Library, University of South Carolina (TCL)

#### Historic Maps

Historic maps are an excellent way to begin tracing the development of a community. By comparing a series of maps in chronological order, it is often possible to chart the growth of road and railway networks, to determine when new towns were founded, and to see patterns of development in urban areas. Fire insurance maps produced by the Sanborn Map Company are especially useful for obtaining information about buildings in urban settings and the historic centers of small towns (see next entry). A standard reference for early maps of the state is Robert Mills, Atlas of the State of South Carolina (1825 and various reprint editions).  
Location: SCL, TCL, SCDAH, local libraries.

#### Sanborn Maps

Originally conceived in the late 18th Century, fire insurance maps provided structural and urban environmental information necessary for insurance underwriters. Founded in 1867 in the United States, the Sanborn National Insurance Diagram Bureau systematically produced ascetically appealing, but also efficient, maps nationwide. This New York firm expanded and grew immensely, finally emerging as the Sanborn Map Company in 1902. Eighteen years later the company effectively monopolized the insurance map industry. By World War II surveys of 13,000 towns produced over 700,000 sheets now stored in the Library of Congress. Today, these maps are utilized extensively by architectural historians, environmentalists, genealogists, historians, historic preservationists, and urban historical geographers. (*Description from University of South Carolina Libraries Digital Collections website*)  
Location: Online at <http://www.sc.edu/library/digital/collections/sanborn.html>.

#### Plats, Deeds, and Land Records

Plats and land records are useful sources for detailed information on significant properties and neighborhoods. It is generally not feasible to conduct extensive deed research within the scope of a survey project. For landmark properties, however, a deed search may yield information

about ownership and historical development that should be included in the survey report. Plats can be especially useful for documenting suburban development and the historical evolution of significant properties.

Location: Plats and deeds can be examined at the county register of deeds office (called the Register of Mesne Conveyances in some places).

### City Directories

Publication of city directories for major cities in South Carolina began in the mid-nineteenth century, and directories for smaller communities appeared in later decades. City directories listed residents and businesses by address. The occupation of residents was also identified. As a result, careful analysis of city directories can provide a wealth of information about the historical development of a community, probable dates of construction for individual buildings, and the lives of local residents.

Location: SCL, local libraries.

### Local Histories

Local histories are an excellent starting point for survey research. They generally provide basic factual information about a community and an overview of important events in its development. A good local history will make clear the key factors that shaped the growth of a community and identify questions that should be addressed through further research.

Local histories come in many different forms, including published monographs, short booklets, and tourist pamphlets. No matter what the format, such documents vary widely in quality, depth, and the accuracy of information included. It is therefore important to double check facts and consult other sources to gain a complete understanding of a community's history.

Critical analysis of local histories is also important. The information included in such documents is often highly subjective. Authors may have omitted significant events, inadvertently or intentionally, or have simply overlooked information that may tell something meaningful about a community's history. When viewed with a critical eye, a local history may offer insights into what citizens consider important about their history and what they do not.

Location: local libraries, SCL

### Tax Assessor's Files

For some communities, basic information about building construction and alteration dates can be obtained from records in the local tax assessor's office. Because the accuracy of such information varies greatly, it should be used with caution and corroborated by fieldwork if possible. It can, however, be useful in some cases, and in others it may serve as a starting point for further research. Tax assessment files tend to be fairly accurate for twentieth-century neighborhoods and districts and should be consulted during surveys covering such areas.

Location: county tax assessor's office.

### Other Sources

Many local libraries maintain a local history collection. Such collections often include materials that may be useful in survey research, particularly historical photographs. Most buildings have undergone a surprising number of changes since construction. Owners often replace roofs and windows, remove or add porches, and remodel to follow changing tastes. Some changes significantly alter the character and appearance of a building; others do not. For this reason, it is important to seek out historical photographs, which provide an invaluable means of determining how the community and individual buildings looked at a given point in time. Photographic histories have been published for many communities, but for others, it will be necessary to rely on collections available to the public at local libraries and museums. Private citizens may also have photographic collections they may be willing to make available to consultants.

Libraries with long-established local history collections may also have biographical and newspaper clipping files available. These files can be an invaluable means of quickly gathering information on events, people, and buildings that played a significant role in local history.

Local newspapers can also be useful for research on significant events in local history and the construction of particularly important buildings. It is generally not possible to conduct extensive newspaper research during a survey project. Because few newspapers have been indexed, research is often a tedious, time-consuming process. Searching selected dates, however, may yield valuable information. Newspapers are usually available on microfilm at local libraries; the SCL also has a large collection of newspapers on microfilm from communities throughout the state. A good but somewhat dated guide to the availability of historic newspapers is John Hammond Moore, ed. and comp., South Carolina Newspapers (Columbia: University of South Carolina Press, 1988).

## **II. Select Bibliography**

The following bibliography lists sources that are commonly used in survey research. These include basic sources on architectural styles and standard surveys of South Carolina history. This bibliography is not exhaustive, and researchers should seek out other sources when working on specific projects.

### **IIa. Architecture**

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Gottfried, Herbert, and Jan Jennings. American Vernacular Design, 1870-1940. Reprint, Ames: Iowa State University Press, 1985.

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Kovacik, Charles F., and John J. Winberry. South Carolina: A Geography. Columbia: University of South Carolina Press, 1989.

Lander, Ernest M. A History of South Carolina, 1865-1960. Chapel Hill: University of North Carolina Press, 1960.

Wallace, David Duncan. The History of South Carolina. 4 vols. New York: American Historical Society, Inc., 1934.

Writers' Program of the Works Progress Administration. South Carolina: The WPA Guide to the Palmetto State. Columbia: University of South Carolina Press, 1988.

### **III. Major Research Repositories in South Carolina**

#### **Avery Research Center for African American History**

College of Charleston  
125 Bull Street  
Charleston, SC 29424  
(843) 953-7609

[www.cofc.edu/avery](http://www.cofc.edu/avery).

*Collections consist of items related to the history and culture of African Americans in the South Carolina lowcountry.*

**Camden Archives and Museum**

1314 Broad Street  
Camden, SC 29020-3535  
(803) 425-6050

[www.camdenarchives.org](http://www.camdenarchives.org).

*Collections include manuscripts, published materials, photographs, and maps related to the history of Camden and Kershaw County.*

**Clemson University Libraries**

Campus Box 34-3001  
Clemson, SC 29634-3001  
(864) 656-3027  
<http://www.lib.clemson.edu>

*The Robert Muldrow Cooper Library is the main library at Clemson University. Its collections include extensive holdings of books, periodicals, microforms, and government documents. Special Collections, a branch of the library system located in the Strom Thurmond Institute Building, maintains the university's archives, manuscript collections relating to a broad range of subjects in South Carolina history, and collections of rare books. The Gunnin Architectural Library, located in Lee Hall, has extensive collections of books and periodicals on architectural, community planning, and related subjects.*

**Thomas Cooper Library**

University of South Carolina  
Columbia, SC 29208  
(803) 777-3145  
<http://www.sc.edu/library/tcl.html>

*Thomas Cooper Library is the main library at the University of South Carolina. Its collections include published materials, newspapers, maps, serials, and government documents.*

**Darlington County Archives**

204 Hewitt Street  
Darlington, SC 29532  
(843) 398-4710

*Collections include pre-1900 county records, items related to businesses and social organizations, and genealogical materials.*

**Greenville County Library**

25 Heritage Green Place (Hughes Main Branch)  
Greenville, SC 29601  
(864) 242-5000  
<http://www.greenvillelibrary.org>

*The Stow South Carolina Historical Room at the Greenville County Library maintains an extensive collection of local history materials. The collection includes historic newspapers, photographs, manuscripts, and other items pertaining to the history of Greenville and upstate South Carolina.*

### **Historical Center of York County**

York County Culture and Heritage Commission  
212 East Jefferson Street  
York, SC 29745-1814  
(803) 684-7262

[www.chmuseums.org/ourmuseums/histcenter/index.htm](http://www.chmuseums.org/ourmuseums/histcenter/index.htm).

*Collections include York County court records, manuscripts pertaining to the history of the Carolina Piedmont, and newspapers and serials.*

### **South Carolina Historical Society**

100 Meeting Street  
Charleston, SC 29401  
(843) 723-3225  
<http://www.schistory.org>

*The South Carolina Historical Society maintains one of the largest collections of archival materials in the Southeast. Its holdings include manuscripts, maps, architectural drawings, and photographs.*

### **South Caroliniana Library**

University of South Carolina  
Columbia, SC 29208  
(803) 777-3131

<http://www.sc.edu/library/socar/index.html>.

*The South Caroliniana Library is one of the leading research repositories of its kind in the South. Its collections are comprised of published and unpublished materials related to the history and culture of South Carolina. They include extensive holdings of books, newspapers, manuscripts, pamphlets, serials, maps, and visual images.*

### **USC Aiken Library**

471 University Parkway  
Aiken, SC 29801  
(803) 641-3465  
<http://library.usca.sc.edu>

*Collections include books, serials, maps, and government documents. Of particular interest is the Gregg-Graniteville Collection of documents and memorabilia related to the Graniteville Company, which was among the largest textile-manufacturing firms in the antebellum South.*

**Winthrop University**

Dacus Library

Rock Hill, SC 29733

(803) 323-2131

<http://www.winthrop.edu/dacus>

*Basic collections include books, newspapers, serials, and government documents. The holdings of the Department of Archives and Special Collections include manuscripts related to South Carolina history, with particular emphasis on the Catawba region, women and women's organizations, and persons associated with Winthrop University.*



## Appendix D: Preferred Format for Footnotes and Biographical References

**Planning and Grant-Funded Surveys** The bibliography should be divided into two major sections: primary sources and secondary sources. In some cases, it may be advisable to further divide primary sources by type (i.e., books, articles, manuscripts, maps, and so forth). All citations are required to be in the format specified by the *Chicago Manual of Style*, 14th edition.

**For Review and Compliance Surveys** If the project area includes archaeological resources, it is acceptable for bibliographical references to be in the format specified by the 1988 *American Antiquity* style guide.

### Sample Entries

#### Book

##### *bibliography:*

Edgar, Walter. *South Carolina: A History*. Columbia: University of South Carolina Press, 1998.

##### *footnote:*

Walter Edgar, *South Carolina: A History* (Columbia: University of South Carolina Press, 1998), pp. 23-24.

#### Journal or Magazine Article

##### *bibliography:*

Coker, Robert E. "Springville: A Summer Village of Old Darlington District." *South Carolina Historical Magazine* 53 (July 1952), pp. 190-211.

##### *footnote:*

Robert E. Coker, "Springville: A Summer Village of Old Darlington District," *South Carolina Historical Magazine* 53 (July 1952), p. 194.

#### Thesis or Dissertation

##### *bibliography:*

Cann, Mary Katherine. "The Morning After: South Carolina in the Jazz Age." Ph.D. dissertation, University of South Carolina, 1984.

##### *footnote:*

Mary Katherine Cann, "The Morning After: South Carolina in the Jazz Age," (Ph.D. dissertation, University of South Carolina, 1984), pp. 22-25.

#### Newspaper

##### *bibliography:*

*New Enterprise* (Johnson, S.C.), 2 January 1892.

*footnote:*

*New Enterprise* (Johnston, S.C.), 2 January 1892.

#### Federal Census

*bibliography:*

Bureau of the Census, *Compendium of the Tenth Census (June 1, 1880)*. Washington, D.C.: Government Printing Office, 1883.

*footnote:*

Bureau of the Census, *Compendium of the Tenth Census (June 1, 1880)* (Washington, D.C.: Government Printing Office, 1883), pp. 810-811.

#### Interview

*bibliography:*

Wright, Sam. Bennettsville, S.C. Interview, 12 May 1984.

*footnote:*

Interview with Sam Wright, Bennettsville, S.C., 12 May 1984.

#### Deed

*bibliography:*

Clarendon County Register of Mesne Conveyances, Deed Book F-4. Clarendon County Courthouse, Manning, S.C.

*footnote:*

Deed Book F-4, pp. 472-473, Register of Mesne Conveyances, Clarendon County Courthouse, Manning, S.C.

#### Unpublished Document in Manuscript Collection at Library or Archives

*bibliography:*

South Caroliniana Library, Columbia, S.C. Charles James McDonald Papers.

*footnote:*

Virginia Durant Young to Charles James McDonald, 15 May 1893, Charles James McDonald Papers, South Caroliniana Library, Columbia, S.C.

## Appendix E: Photo Log

Photographer \_\_\_\_\_

County \_\_\_\_\_

Date \_\_\_\_\_

Roll # \_\_\_\_\_

Frame	Site #	Elevation	Identification
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

17			
18			

**Photographer** \_\_\_\_\_

**County** \_\_\_\_\_

**Date** \_\_\_\_\_

**Roll #** \_\_\_\_\_

19			
20			
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23			
24			
25			
26			
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36			

## Appendix F: Suggestions for Project Managers of Historic Resources Surveys

The State Historic Preservation Office (SHPO) of the South Carolina Department of Archives and History has been involved in conducting surveys of historic properties in communities throughout South Carolina for more than three decades. Experience has shown that successful projects depend on clear goals and effective communication among all parties involved. It is also essential that all parties understand their specific roles and responsibilities. The key partners involved are the project manager, the consultant, and the SHPO. The project manager and members of the organization sponsoring the survey provide a link to the community for the consultant and the SHPO. The project manager, in addition to maintaining records on project activities and expenses, coordinates communications among the project partners and with the local public and media. The project manager, working with other members of the community, should seek to raise public awareness of the project and facilitate contact between the consultant and citizens with knowledge about the history of the survey area. As the community contact for the survey, the project manager may assist in the following ways:

- ❖ Identify knowledgeable people in the community to advise the consultant on important properties in the survey area and to participate in reviewing final survey products. The consultant may need assistance gaining access to properties. A letter or call to a property owner from the project manager explaining the purpose of the survey is often helpful in such cases.
- ❖ Provide a general letter of introduction for the consultant to carry during fieldwork. The letter should identify the consultant, explain the purpose of the survey, and include a phone number (preferably the project manager's) to call for further information. This should alleviate concerns among residents about a stranger in the neighborhood photographing houses.
- ❖ Notify local organizations not already involved in the project that may be interested in participating. It is particularly important that city and county planning agencies be involved since survey information will be incorporated into comprehensive community planning documents. Historical and genealogical societies and organizations such as the Chamber of Commerce and the Board of Realtors may also wish to participate. Solicit their support, ask how the resulting data will be useful to them, and suggest ways for them to become involved.
- ❖ Establish a local phone number for persons with information about properties in the survey area or questions about the project to call. This number should be included in the letter of introduction discussed above. If the consultant is local, it is helpful for an answering machine to be available at this number. If the consultant is not from the area, the local contact should provide a number that interested citizens may call. Messages should be passed on to the consultant.
- ❖ Inform the local sheriff and police of the purpose of the survey. Provide them with the names of project personnel and a description of the consultant's vehicle.
- ❖ Recognize that for a variety of reasons, not all property owners will support the survey. Some citizens may oppose the project, and their concerns should be taken seriously. Make an effort to understand their concerns and be prepared to answer

their questions. The consultant should be informed of any opposition to the project.

- ❖ Identify meeting sites, schedule public meetings, and promote attendance from local citizens. The project manager should also develop meeting agendas and identify persons to serve as chair at meetings. Promotion of these meetings is critical to the success of the project. Attendees often provide valuable information to the consultant, and such meetings provide an opportunity for residents of the survey area to ask questions about the project and its objectives. Consequently, local concerns about the project can be addressed. Announcements on local radio stations and flyers displayed in post offices and other public places can be effective in promoting such meetings.
- ❖ Coordinate press releases. The project manager should distribute press releases at the beginning and end of the survey and may seek assistance from the public relations specialist at the Department of Archives and History if necessary. The project manager should be aware that the media might wish to highlight findings of particular interest or interview the consultant during the project. In addition to local newspapers, the project manager should use other public forums, such as neighborhood meetings and radio talk shows, to generate interest in the survey. Copies of printed announcements and meeting agendas should be retained and sent to the SHPO as part of the documentation for the project.
- ❖ Review survey products (survey cards, maps, historical overview) promptly. The project manager may also wish to have interested citizens participate in the review process. The review process provides a

valuable opportunity to clarify expectations of the consultant and to invoke the expertise of knowledgeable residents. SHPO staff will complete a technical review of survey products and will confer with the project manager before sending official comments to the consultant.

- ❖ Stay abreast of deadlines and avoid penalties for late work. If an extension becomes necessary, the project manager, not the consultant, must request it. Deadline extensions are given only when absolutely necessary. Requests must be submitted in writing to the SHPO. The consultant should notify the grant recipient as soon as they realize that an extension is necessary so that the SHPO has sufficient time to review the request. Penalties may be avoided if the deadline extension is approved. The SHPO will send a modified funding agreement or an amendment to the original agreement for the appropriate signature. Late grant products will result in a 5 percent reduction in the original grant award, and an additional penalty of 5 percent will be applied every seven days thereafter until the product is submitted. A reduction in the grant award does not reduce the scope of work. If a penalty is assessed, the Director of the Department of Archives and History is the only person with the authority to waive it. It is therefore important to stay in contact with the consultant in case difficulties meeting the project deadlines arise.
- ❖ Communicate regularly. In many cases, survey projects can take as long as a year to complete. Designate a time every month to review progress with the consultant. Contact the SHPO immediately if concerns about the progress of the project or unforeseen problems arise.

For further information, contact David Kelly, Survey Coordinator, at (803) 896-6184 or by e-mail at: [kelly@scdah.state.sc.us](mailto:kelly@scdah.state.sc.us)